



1120E/1140E IP TELEPHONE SETS QUICK REFERENCE GUIDE by

CENTURYTEL

STEAMBOAT SPRINGS SCHOOL DISTRICT

PLACING A CALL

- Internal** - Hear dial tone
Dial 4-digit extension number
- External** - Hear dial tone
Dial 9 and number
Long Distance - 9 and 1, area code and number
- On hook** - Press a free Intercom button or Handsfree button
Hear dial tone
Dial the number
Pick up handset when line starts to ring
Press **Goodbye** button to hang up

HOLD

- Press **HOLD** button to put active call on hold
- Press line button besides flashing indicator to retrieve call

TRANSFER Softkey

- While on the first call (placed or received)
Press **Transfer** softkey
Hear dial tone
Dial extension number, announce call or wait for first ring
Press **Transfer** softkey
Press **Goodbye** or hang up

CONFERENCE softkey

- To Cancel:
Press your extension button to be reconnected to first call
- While on the first call (placed or received)
Press **Conference** softkey to place party on hold
Hear dial tone
Dial next party, when party answers
Press **Conference** softkey a second time to conference all parties together.

Press **Goodbye** button or hang up when done with call

CALL PICKUP

- To pick up a ringing call from another phone in your group
- Hear dial tone
Press **More..** softkey, press **Call Pickup** softkey
You are connected to caller

MESSAGE INBOX

- To access your voice mailbox, press **Message (Inbox)**
- Press **Message(Inbox)** button to access your voice mailbox
Dial mailbox number, press **OK** softkey
Dial Password, then **OK** softkey again.

RING AGAIN

- Use **Ring Again** if you reach a busy tone, or no answer
Your phone rings when the person becomes available.
Pressing **Ring Again**, redials the number.

- Dial the number, hear busy or no answer
Press **Ring Again** softkey to invoke notification
When your phone rings, press **Ring Again** softkey to call

CALL PARK

- Use **Call Park** to temporarily hold a call and retrieve it from another telephone.
While on a call, press **Park** softkey twice
By default the call is parked on your extension number

- To retrieve a parked call from any other phone:
Lift handset, press **Park** softkey and dial your extension number.

CALL FORWARD (DO NOT DISTURB)

Forward redirects your calls to another extension

- With handset on-hook
Press **Forward** softkey
Dial extension number (3500 is voice mail)
Press **Forward** softkey again

- To Cancel:
With handset on hook
Press **Forward** softkey

- To reactivate call forward to the same number:
Press the **Forward** softkey twice

- Use **Forward** softkey to prevent all incoming calls.
Forward calls to 3500 so callers may leave a message.

LAST NUMBER

- Hear dial tone
Press main extension button once
Last number called is redialed

DIRECTORY KEY

- Press **Directory** Key to access directory services menu. Use Navigation arrow keys to scroll through and select service
- Corporate Directory:** To access the corporate list
- Personal Directory:** Store 100 personal entries
- Use **Copy** button to copy entries to your Personal Directory from other lists such as Caller List, Redial List or Corporate Directory.

- Callers List:** Stores 100 callers
- Redial List:** Stores 20 previously dialed numbers

SERVICES KEY

- Press **Services** Key and use the Navigation arrow keys to scroll and highlight **Telephone Options**. Press **Select** softkey. Use Navigation arrow keys to scroll through, highlight and **Select** one of the following menu items.
- Press **Cancel** to exit from any menu or menu item.

Telephone Options:

- Volume Control: Ringer, Handset, Handsfree, Headset
- Contrast Adjustment
- Language
- Date/Time Format
- Call Timer
- Display Diagnostics
- Ring Type
- Chg Feature Key Label (customize screen labels)
- Set Info: General Info, Set IP info, Ethernet info, Server info

SPREE Code: 88



- Use the **Navigation** buttons to scroll through menus and lists appearing on the LCD display screen. Use the **Send/Enter** button in the center of the Navigation Button Cluster to confirm menu selection



- Use the **Volume control** bar to adjust the volume of the ringer, handset, speaker, and Handsfree.



- Press the **Speaker** key to activate handsfree. The speaker LED indicator lights to indicate when handsfree is active.



- Watch and use the **Softkeys** at the bottom of your display. They will help you with your options.